

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 99-056

TO: Special Education Contact Personnel
FROM: Lyle Friesen
DATE: April 1, 1999
SUBJECT: 1998-99 February 1st Preliminary Special Education Census

Enclosed is a set of reports for the February 1st Special Education Census. All submissions and corrections **that were received** before the March 12, 1999 cut off date have been processed. If the information rejected, or is not reflected in these reports you will need to fax (602) 542-3099 or e-mail (delrep@mail1.ade.state.az.us) the correction(s) again.

If you need help making corrections please call us. Correction, additions or deletions need to be submitted as soon as possible but no later than April 16, 1999.

Following is a summary of the enclosed reports:

- **SPED 04, Master File.**
District of Residence: This report is a printout of your master file by *District of Residence*. All students you reported, regardless of where they attend should be on this report. If there are any corrections that need to be made to this report, submit the information on a white census form (SPED01-B). For proper correction procedures, refer to the enclosed instructions.
- **SPED 08, Category/Age/Sex Report.**
District of Residence: This report is an unduplicated count of the number of students by Category, Age and Sex.
- **SPED 22, Birthdate Exception Listing.**
This report tells you of any two student ID numbers who have the same birthdate. This report is all right if you have twins or other students who have the same birthdate and have different ID numbers. If you have reported the same student with different ID numbers, you need to delete one of the ID's.
- **SPED 28, Student Counts For Use In Budget Preparation.**
This report shows the ADM figures used to prepare the budget. If your master file has any corrections to be made, this report will not be accurate until these changes are made.

April 1, 1999

Again, if you find any errors on the census for your February 1 count, please fax the corrections by April 16, 1999. Please add students who were overlooked, and delete students who should not be included on the Census. Also check to be sure all withdrawals are correct. Final reports will be sent to you later in April. Remember that the counts from the SPED 28 will be used in calculating your payments.

* Please use DELREP or other types of electronic reporting. If you cannot submit electronically a blank Census form is attached to the **SUBMITTING CORRECTIONS** instructions that has been included.

If you have any questions regarding submitting corrections or information contained in the reports, please contact Tom Lowe at (602) 542-8244 or email him at tlowe@mail1.ade.state.az.us.